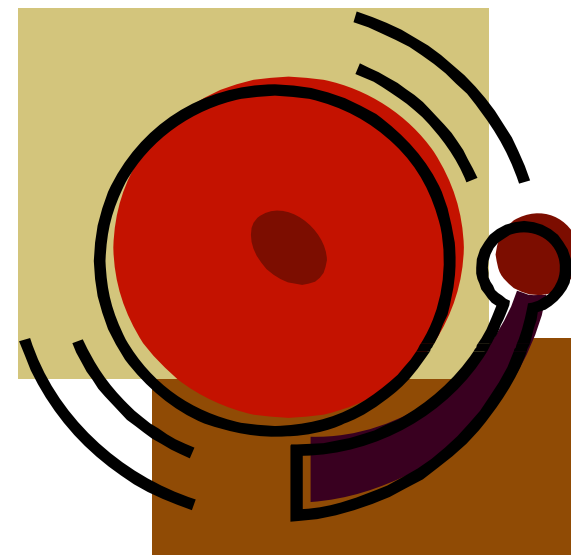


This workshop is offered by the  
South Dakota State Library.

CE Units are through DOE for  
Teacher Renewal only.

**CONTACT:**

Carol Hageman  
South Dakota State Library  
800 Governors Drive  
Pierre, SD 57501  
  
605-773-3131 or  
800-423-6665 (SD only)



# DISASTER!

## PREPARING FOR A LIBRARY RESPONSE PLAN



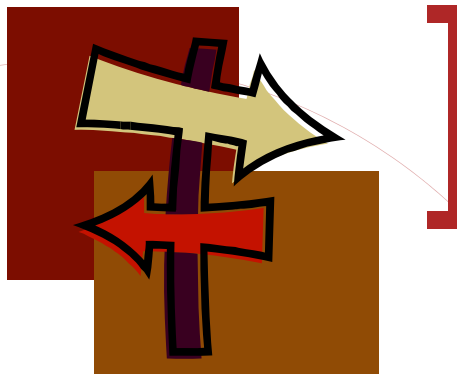
A hands-on workshop  
designed for library  
staff responsible for  
creating a collections-  
focused disaster plan.

This workshop is designed to help library staff prepare a disaster plan focusing on the collections contained within their institutions.

Participants will learn the details of what an emergency plan covers, including:

- ♦ What should be done
- ♦ When should it be done
- ♦ Who should do it
- ♦ How it should be done, and
- ♦ Who can help

Conducted in two half-day sessions over an eight-week period, the program will lead participants through the process of creating an actual plan for their organization. The process of team formation and building, assessment and documentation in a disaster or emergency event will be explained and methods for recovery outlined. Institutions completing a draft plan will be able to attend a third session that will teach participants the basic procedures in recovery of library material.



### WHERE:

South Dakota State Library

### WHEN:

- ♦ March 12, 9 am -1 pm
- ♦ May 7, 9 am -1 pm
- ♦ June 25, 9 am - 4 pm

### COST:

Free

### REGISTER:

Use the form at the right or go online at [www.sdstatelibrary.com](http://www.sdstatelibrary.com/forms/disaster).

### ABOUT THE PRESENTER:

Bob Herskovitz is the Outreach Conservator for the Minnesota Historical Society. Bob has conducted numerous training workshops on disaster response and the preparation of disaster plans for cultural institutions and organizations throughout the Midwest.

### REGISTER TODAY!

Name: \_\_\_\_\_

Library: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (work): \_\_\_\_\_

Phone (home): \_\_\_\_\_

Email: \_\_\_\_\_

**THERE IS NO LIMIT ON  
ATTENDEES OF THIS CLASS.**

**PARTICIPANTS MUST ATTEND  
ALL THREE CLASSES.**

**DRESS COMFORTABLY —  
WEAR YOUR "GRUBBIES!"**

You can also register for this workshop online  
at: [http://www.sdstatelibrary.com/  
forms/disaster](http://www.sdstatelibrary.com/forms/disaster)

